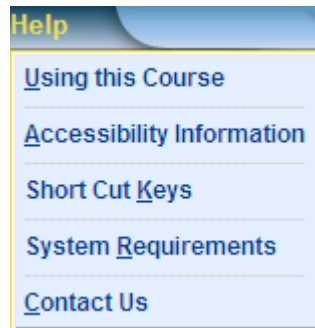# Accessibility Information

Quick Start - Short Cut Keys

If you plan to take this course using screen reader software such as JAWS, you should press **Ctrl Alt M**. This will **mute** all course audio, allowing your screen reader to read the audio script (located to your left) and other screen elements. Press **Ctrl Alt U** to **unmute** the audio.

To view the script for the current screen, press **Ctrl Alt S** (or click the **Script** tab on the left). The script will continue to be displayed as you advance from page to page. To access the table of contents, press **Ctrl Alt T** (or click the **Contents** tab).

Note: To view the script for the entire course, press **Ctrl Shift S**.

Note: For a list of all custom keyboard short cuts, click the **Help** menu and then click **Short Cut Keys** (or enter **Ctrl Alt K**).

Background

In support of Federal Section 508 Standards requirements set forth in the Rehabilitation Act that was amended in 1998, this course includes functionality to make the course more accessible to people with disabilities. There are various types of physical disabilities that impact user interaction on the web. Vision loss, hearing loss, limited manual dexterity, and cognitive disabilities are examples, with each having different means by which to access electronic information effectively. Reasonable efforts have been made to accommodate all users who utilize standards compliant web browsers, as well as enabling software or assistive technology.

Accessible Features

Below you will find a list of some of the technology solutions we have integrated to make this course easy to navigate and accessible.

Skip to Main Content:

- Used to jump to the main content area.

  (Note: This *Skip to Content* link is located in the upper left corner of the page, but is generally not visible.)

Photographs/Images:

- Uses Alternative Text "ALT" and/or "TITLE" attributes. ALT/TITLE attributes provide a written description of the image, which is accessible to screen readers, and it is visible when the mouse is placed over the image. This is also useful for people who have images turned off on their browser, in which case a description will display where the image used to be.

Table of Contents:

- Located on the left of each page, the TOC provides the option to navigate through various sections of the course.

Keyboard Commands:

- Below is a list of standard browser shortcut keys you may also find helpful. You can use these keys below to navigate through the course without the use of a mouse.

  (**Note:** Some commands may not work with every Internet browser version. For course specific short cut keys, please enter **Ctrl Alt K**)

If you want to...	Select...
Increase text size	Ctrl + +
Decrease text size	Ctrl - -
Move forward from link to link	Tab
Move backward from link to link	Shift Tab
Move from box to box	Tab
Go to top of page	Ctrl Home
Go to bottom of page	Ctrl End
Close window	Ctrl W
Go back a page	Left Arrow
Go forward a page	Right Arrow

More Keyboard Shortcuts:

- Firefox   (**Note**: the course is only tested for Internet Explorer access)
- Internet Explorer

Difficulty Accessing Material:

If you have difficulty accessing any material in this course, please contact your course administrator.